

Ψ California Board of Psychology

CALIFORNIA PSYCHOLOGY SUPPLEMENTAL EXAMINATION HANDBOOK



Effective February 1, 2006

REVISED 12/05

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FOR MORE INFORMATION

All questions about written examinations
should be directed to:

Thomson Prometric
1260 Energy Lane
St. Paul, MN 55108
800.741.3226
TDD User: 800.790.3926
www.experioronline.com

Questions about licensing should be directed to:

Board of Psychology
1422 Howe Avenue, Suite 22
Sacramento, CA 95825
916.263.2699
www.psychboard.ca.gov

GENERAL GUIDELINES AND INFORMATION

This handbook is designed to provide all applicants who qualify to take the California Psychology Supplemental Examination (CPSE) with general information regarding the CPSE process.

Examination Development

The CPSE is developed and maintained by the Office of Examination Resources (OER), a division of the California Department of Consumer Affairs. The OER staff consists of test validation and development specialists who are trained to develop and analyze occupational licensing examinations. Individual examination items are developed in Item Writers' Workshops in a multiple-choice question format. Each item is carefully researched and validated with published references to ensure accuracy and consistency with entry-level psychology practice.

THE EXAMINATION PROCESS

Examination Administration through Thomson Prometric

The Board of Psychology has contracted with Thomson Prometric (formerly Experior Assessments), to conduct its CPSE program. CPSE examinees may test at any of eight California testing centers, which are located in San Diego, San Francisco, Fresno, Fremont, Rancho Cordova, Van Nuys, Cerritos and Colton. Other testing site locations may be added, based on anticipated statewide examinee volume.

All questions and requests for information about examination administration should be directed to:

Thomson Prometric
1260 Energy Lane
St. Paul, MN 55108
800.741.3226
TDD User: 800.790.3926

Scheduling the Examination

APPOINTMENTS AND CANCELLATIONS

Upon receipt of your notice of eligibility (printed on the back cover of this handbook), you must arrange the time and place for taking your examination (original or retake) by calling 800.741.3226 between 5 a.m. and 6 p.m. (Pacific time). You may take your examination at any California testing center. Please see the maps on Pages 8 and 9. Appointments are available six days per week at most centers. Schedule your test early to get your preferred site and time, preferably within 90 days from the date of your notice of eligibility.

Establishing the Passing Standards

A licensing examination determines whether an examinee is competent to practice, not whether the examinee performs better or worse than others who take the test.

In accordance with Business and Professions Code Section 101.6, the purpose of Boards, Bureaus and Commissions is to "...establish minimum qualifications and levels of competency and license persons desiring to engage in the occupations they regulate upon determining that such persons possess the requisite skills and qualifications necessary to provide safe and effective services to the public, or register or otherwise certify persons in order to identify practitioners and ensure performance according to set and accepted professional standards."

INTERNET SCHEDULING

You may schedule your examination online anytime after you have received your notice of eligibility using our Internet Scheduling Service at www.experioronline.com. To use this service on our Web site, follow these easy steps:

- Go to www.experioronline.com and select *For Test Takers*.
- Choose *California* from the list of states provided.
- Under the Department of Consumer Affairs, click on *California Psychology Supplemental Examination*.
- Select *Click on Online Registration and Scheduling* to create your own user ID and password.
- Follow the simple, step-by-step instructions to complete the registration process.
- Complete the process by scheduling your examination appointment online.

There is no testing on the following holidays or weekends on which the holiday falls:

- Martin Luther King Jr. Day
- Labor Day
- Presidents' Day
- Thanksgiving Day and the day after
- Memorial Day
- Christmas Day and the day after
- Independence Day and the day before

RESCHEDULING YOUR APPOINTMENT

To change your appointment time, you must contact Thomson Prometric (formerly Experior Assessments). There must be at least **three full working days** between the day of your call and the day of your appointment.

Before you call to reschedule, please refer to the chart below. If you do not give three full business days notice, you must contact the Board for a new authorization to test and submit another fee.

Please note: the schedule below does not include holidays.

If your exam is on:	Call by 6 p.m. Pacific time the previous: <i>(this is the last day you may call without paying a rescheduling fee)</i>
Monday	Tuesday
Tuesday	Wednesday
Wednesday	Thursday
Thursday	Friday
Friday	Monday

CANCELING YOUR APPOINTMENT

If you cancel your appointment less than three working days before the date of your scheduled examination, you will need to re-apply to the Board and submit another fee. You will not be allowed to reschedule another examination date until you receive a new authorization. You may reschedule your examination by calling 800.741.3226.

ABSENT OR LATE FOR THE EXAM APPOINTMENT

If you miss your appointment, or arrive late for your appointment and are not allowed to test, you will forfeit your examination fee, and you must submit another fee to the Board prior to scheduling a new appointment.

EXAMINATION ELIGIBILITY EXPIRATION

FIRST TIME EXAMINEES: Examination eligibility expires, and an application is deemed abandoned, if the applicant fails to sit for the CPSE within one year after being notified of eligibility.

RE-EXAMINATION APPLICANTS: Examination eligibility expires, and an application is deemed abandoned, if an applicant fails any written examination and does not retake the examination within one year from the date of that failure.

EMERGENCY CLOSINGS

In the event of severe weather or an emergency, Thomson Prometric (formerly Experior Assessments) may need to cancel scheduled exams. Thomson Prometric will attempt to contact you by phone or e-mail; however, you may check for test site closures by calling Thomson Prometric. If the site is closed, your exam will be rescheduled without a rescheduling fee.

Special Test Considerations

AMERICANS WITH DISABILITIES ACT (ADA)

Examinees with a physical or mental impairment that substantially limits a major life activity may be eligible for accommodation in the testing process to assure that the test accurately reflects skills, knowledge or abilities. "Major life activities" include walking, seeing, hearing, speaking, breathing, learning, working, caring for one's self and performing manual tasks. Thomson Prometric (formerly Experior Assessments) is fully compliant with ADA guidelines and will provide reasonable accommodations.

Scheduling services are also available via our Telecommunications Device for the Deaf (TDD) by calling 800.790.3926.

ACCOMMODATION PROCEDURE

Examinees requiring special testing arrangements due to a physical or mental impairment must submit a request to the Board of Psychology for such arrangements. This request must be on a special form provided by the Board of Psychology and include supporting documentation from a physician or other qualified professional as specified on the Board of Psychology request form. Thomson Prometric (formerly Experior Assessments) will provide auxiliary aids and services as approved by the Board of Psychology except where it may fundamentally alter the examination or results.

ENGLISH AS A SECOND LANGUAGE (ESL)

If you immigrated to the United States less than 10 years prior to the date of submission of your application for licensure and English is not your primary language, you may qualify for additional time for your test. To qualify for additional time, you should provide the Board of Psychology with:

- a personal letter stating that English is not your primary language and that you immigrated to the United States less than 10 years prior to the date of examination; AND
- proof of your first immigration date. Such proof will consist of copies of your immigration papers.

If documentation is approved by the Board of Psychology, the time limit on your examination may be extended by time and one half. You will be notified by mail of this approval, and should not schedule your examination until you have received your approval letter.

Taking the Examination

Your examination will be administered by computer at the testing center. You do not need any computer experience or typing skills to take your examination. You will have a personalized introduction to the testing system and an introductory lesson on the computer before you start your test. You should arrive at least 15 minutes before your scheduled appointment to allow time for you to sign in, verify

your identification and have your photo taken.

You must provide a valid form of identification before you may test, and it must meet the following criteria:

- the document must be government-issued (driver's license, state-issued identification card or military identification);
- it must have a current photo and your signature; and
- the name on the identification must be the same as the name used to register for the examination (including designations such as "Jr." or "III," etc.).

FAILURE TO PROVIDE APPROPRIATE IDENTIFICATION AT THE TIME OF THE EXAMINATION IS CONSIDERED A MISSED APPOINTMENT.

If you cannot provide the identification as listed above, contact Thomson Prometric (formerly Exporior Assessments) before scheduling your appointment to arrange for an alternative form of meeting this requirement.

Examination Security

BOARD OF PSYCHOLOGY SECURITY

The Board of Psychology and the OER are committed to maintaining the security and the confidentiality of all examination materials during every phase of development, implementation and storage. If an examinee is found in violation of any security procedure, the following actions may be taken: the examinee's results may be delayed; the examinee's examination materials may be voided; and/or the examinee's application for future examinations may be denied. The Board of Psychology strictly enforces examination security and will prosecute any individual who has been determined to be in violation of statutes pertaining to security.

Examinees are not permitted to discuss the content of the examination nor remove examination materials from the testing sites at any time. All examinations and related materials are copyrighted by the Board of Psychology and Thomson Prometric. All examination materials are confidential.

An examinee taking the CPSE is required to follow the provisions of Business and Professions Code Sections 123 and 584 and is NOT allowed to do any of the following:

- Have an impersonator take the examination on one's behalf;
- Impersonate another to take the examination on that person's behalf;

- Communicate examination content with another examinee or with any person other than the examination staff;
- Reproduce or make notes of examination materials and/or content and reveal them to others who are preparing to take the CPSE, or to those who are preparing other examinees to take such an examination; and
- Obstruct the administration of the examination in any way.

SECURITY PROCEDURES AT THE TEST CENTER

The following security procedures will also apply during the examination:

- no cameras, notes, tape recorders, pagers or cellular phones are allowed in the testing room;
- no guests, visitors or family members are allowed in the testing or reception areas;
- no programmable calculators are permitted; and
- no valuables or weapons should be brought to the testing center. Only keys and wallets may be taken into the testing area, and Thomson Prometric (formerly Exporior Assessments) is not responsible for items left in the reception area.

FAILURE TO FOLLOW ANY OF THESE SECURITY PROCEDURES MAY RESULT IN THE DISQUALIFICATION OF YOUR EXAMINATION. THOMSON PROMETRIC RESERVES THE RIGHT TO VIDEOTAPE ANY EXAMINATION SESSION.

Study Materials

Candidates are encouraged to trust in their clinical education, experience and judgment as a basis for responding to the examination items in addition to *the Summary of California Laws, Laws and Regulations and the APA Code of Conduct and Ethical Principles*.

EXAMINATION CONTENT AREAS

The examination will consist of multiple-choice items that evaluate a candidate's knowledge, skills, and abilities in the following areas:

Content Area	Content Area Description	Percent Weight
Crisis Assessment and Intervention	This area addresses the candidate's ability to identify, evaluate, and manage the patient's immediate crisis(es) including but not limited to danger to self or others, and grave disability.	22
Clinical Assessment and Evaluation	This area addresses the candidate's ability to identify a patient's presenting problems and to collect and integrate information within the patient's interpersonal and cultural context. This area includes psychological testing, the ability to formulate diagnoses and provide recommendations.	22
Treatment Interventions	This area assesses the candidate's ability to develop a theoretically-derived treatment plan and prioritize treatment goals based on assessment and diagnoses. This area includes the ability to implement, evaluate, and modify clinical interventions as well as to identify the clinical impact of legal and ethical responsibilities on treatment.	17
Legal and Ethical Standards	This area assesses the candidate's ability to apply legal, ethical, and current professional standards in practice.	39
TOTAL		100

For further information regarding these content areas please review the Validation Report, Table 16, which is available on the Board's Web site at www.psychboard.ca.gov.

Examination Items

Each form of the CPSE will consist of 100 scored questions and 15 pretest (nonscored) questions, all multiple choice. The pretest questions will be presented randomly throughout the examination and will not be identified to the candidates. In addition to the standard multiple-choice questions, certain questions will also be based upon 6 – 10 vignettes.

Due to limitations of the computer screen size, candidates will view the vignette separately from the question and possible answers by pressing an "Exhibit" button.

Candidates will have three hours to complete the examination.

Candidates will receive a tutorial and the opportunity to ask for assistance if needed before the time on the examination begins and during the examination.

EXAMPLE VIGNETTE QUESTIONS

The following "Exhibit (Vignette)" item is an example of the type of vignettes candidates may encounter in the examination.

This vignette has two corresponding multiple-choice items. Each multiple-choice item requires the examinee to select the correct answer from among the four options (A-D) provided.

There is only one correct answer for each multiple-choice item. The 'incorrect' answers are typically common errors and misconceptions, true but not relevant statements, or incorrect statements. There are no 'trick' questions in the examination.

EXHIBIT #00001

Marta is a 32-year-old Filipino woman who was referred by her OB/GYN physician after her 7-month pregnancy miscarried as a result of physical trauma from a self-reported fall. During Marta's initial session, the psychologist notices bruising and a partially healed cut on her brow and the bridge of her nose. At this time, Marta describes feelings of profound loss, aloneness, and guilt over her failure to "take care of my baby." When asked, she shared that her husband, a police officer, was "under a lot of stress" at work. She stated that this was her problem and she did not want him to be bothered with it. When questioned about the status of their relationship and her husband's reaction to the miscarriage, she appeared frightened, refused to talk, and finally broke into hysterical sobbing.

1. This is the first of 2 questions for EXHIBIT #00001.
What information suggests that Marta might be in crisis based on the case presented in the EXHIBIT?
 - A. Marta has recently sustained a significant loss.
Marta has bruising and a partially healed cut on her face.

Marta has expressed feelings of profound guilt, failure and aloneness.

Marta becomes hysterical and refuses to talk when asked about her husband and the miscarriage.
 - B. Marta is afraid of her husband.

Marta does not have an emotional support system.

Marta has bruising and a partially healed cut on her face.

Marta becomes hysterical and refuses to talk when asked about her husband and the miscarriage.
 - C. Marta is afraid of her husband.

Marta does not have an emotional support system.

Marta's husband is too stressed and emotionally unavailable.

Marta has expressed feelings of profound guilt, failure and aloneness.
 - D. Marta has recently sustained a significant loss.

Marta does not display adequate coping abilities.

Marta does not have an emotional support system.

Marta has expressed feelings of profound guilt, failure and aloneness.

Answer: A

2. This is the second of 2 questions for EXHIBIT #00001.

What collateral information is needed to develop a clinical assessment based on the case presented in the EXHIBIT?
 - A. Medical records pertaining to Marta's injuries

Medical records pertaining to Marta's miscarriage

Husband's employment records with a signed consent

Interview Marta's relatives regarding her health history
 - B. Medical records pertaining to Marta's miscarriage

Interview Marta's relatives regarding her health history

Interview Marta's husband pertaining to the relationship

Interview Marta's friends regarding the state of her marriage
 - C. Husband's employment records with a signed consent

Medical records pertaining to Marta's pregnancy history

Interview Marta's husband pertaining to the relationship

Consult Marta's OB/GYN physician regarding his referral
 - D. Medical records pertaining to Marta's injuries

Medical records pertaining to Marta's miscarriage

Interview Marta's husband pertaining to the relationship

Consult Marta's OB/GYN physician regarding his referral

Answer: D

Understanding the Examination Results

At the end of your exam, you will receive a printed score report. Scores are provided whether you pass or fail. Your test results are confidential and are released only to you and your state licensing agency. To protect your privacy and to maintain the confidentiality of exam results, score information is not given over the telephone.

A score report indicates the examinee's overall raw score, and the number of correct answers necessary to pass the examination.

You may call or write to Thomson Prometric (formerly Experior Assessments) to request a duplicate of your score report for a period of one year after you complete the examination.

The Board of Psychology welcomes constructive feedback from examinees regarding their examination experience. Feedback must be submitted in writing within 30 days after the examination to: Board of Psychology, 1422 Howe Avenue, Suite 22, Sacramento, CA, 95825. All correspondence should include the examinee's name, address, daytime telephone number, name of examination and date taken, examination site and Board of Psychology file number.

Examination Administration Concerns

Thomson Prometric's (formerly Experior Assessments) goal is to provide a comfortable and professional testing experience for every examinee. If you experience any disruption or problem during your examination, it is your responsibility to notify a proctor immediately so that the situation may be resolved, if possible. If a disruption or problem occurred that you believe impacted the outcome of your examination, you must document your concerns on the exit survey at the end of your examination *and* submit your concerns in writing to the Board of Psychology. Include your name, Social Security number, Board of Psychology file number, date and location of examination. Describe your concerns and the relevant facts surrounding them. The Board will respond to written concerns within 30 days of receiving them. During this 30-day period, your concern will be thoroughly investigated.

Re-examination

Examinees who fail are eligible to re-take this examination six months after failing, but not before a new form of the examination is available. To be rescheduled, examinees must submit the \$129 examination fee to the Board of Psychology. A new examinee handbook, *Summary of Laws Relating to the Practice of Psychology* and a notice of eligibility will be sent when these criteria for re-examination have been met. EXAMINEES MUST PARTICIPATE IN THE EXAMINATION WITHIN ONE YEAR OF FAILING A PREVIOUS EXAMINATION.

Abandonment of Application

Title 16, California Code of Regulations Section 1381.4 states "Any applicant approved to take or retake a board licensing examination who fails to appear for such examination in any twelve month period shall have his or her application withdrawn. An applicant who subsequently decides to take the examination shall be required to file a new application and pay the current application and examination fees."

AFTER PASSING THE EXAMINATION

Licensing Information

If you pass the CPSE, you will receive a Request for Initial Licensure Form with your passing letter.

California law requires the completion of coursework in human sexuality as well as child abuse assessment and reporting as prerequisites for licensure. You may also be required to complete coursework in alcoholism/chemical dependency detection and treatment and/or spousal or partner abuse detection and treatment, depending on when you began graduate training. If you have not yet completed these requirements, documentation of compliance must be included with your check and request for initial licensure to the Board.

Licensing Fee

You are not a licensed psychologist until you pay your initial license fee **and your license number has been issued by the Board**. To obtain your license, complete the Request for Initial License form and return it with a check for the initial license fee made payable to:

**Board of Psychology
1422 Howe Ave., Suite 22
Sacramento, CA 95825**

Your license number will be available approximately four weeks after your form is received. Please indicate if there has been any change in your address. It is vital that you keep the Board of Psychology informed of your current address. The California Code of Regulations Section 1380.5 requires that you notify the Board immediately of any change of address. In considering the address you list on the form, be aware that it will be your address of record and that it will be available to the public by phone, in writing and through the Board of Psychology's Web site. For obvious reasons, the Board strongly recommends that you do not use your residence address as your address of record.

The license that you receive will specify an expiration date 12 to 24 months after initial licensure. There is no proration of the initial license fee. You are required to pay the full amount of the initial license fee even if your license will be up for renewal in fewer than 24 months. Your license will expire on the last day of the month in which you were born. Following your initial renewal, your license will expire every two years on the last day of your birth month. As a courtesy, the Board will send a renewal notice to your address of record prior to the expiration date of your license. However, it is your responsibility to renew your license whether or not you receive the renewal notice.

Fields of Competence

In psychology, there are many fields of competence. As a newly licensed psychologist, we would like you to be aware of Section 2960(p) of the Business and Professions Code which authorizes disciplinary action against a psychologist who functions outside of his or her particular field or fields of competence as established by his or her education, training and experience.

Continuing Education Requirements

Section 2915 of the Business and Professions Code requires each licensed psychologist to complete 36 hours of approved continuing education (CE) in every two-year renewal cycle. The number of hours of CE required for your first renewal will be prorated for the actual number of months or partial months your license was in effect based upon 1.5 hours per month. The Board cannot renew a license unless the CE requirements have been met. You can find more detailed information about CE at the Board's Web site (www.psychboard.ca.gov). You can also call the MCEP Accrediting Agency at 916.325.4720 or visit their Web site at www.calpsychlink.org.

CALIFORNIA TESTING CENTERS

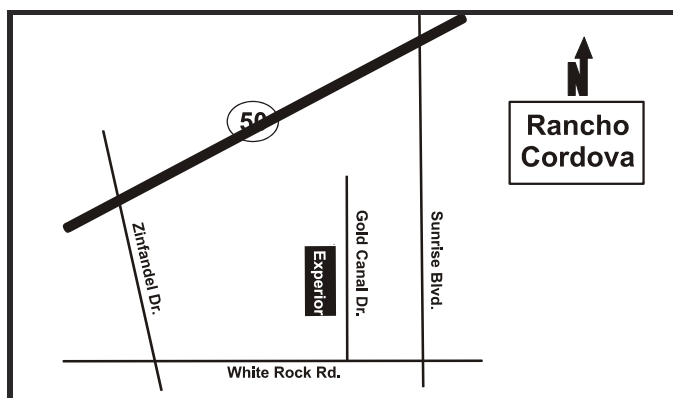
If you are unfamiliar with the area, please contact the testing center during testing hours for directions. For questions about scheduling and any other questions, call 800.741.3226.

MAPS ARE NOT DRAWN TO SCALE.

Rancho Cordova Center

3110 Gold Canal Drive, Suite E
Rancho Cordova, CA 95670
Phone: 916.851.8340

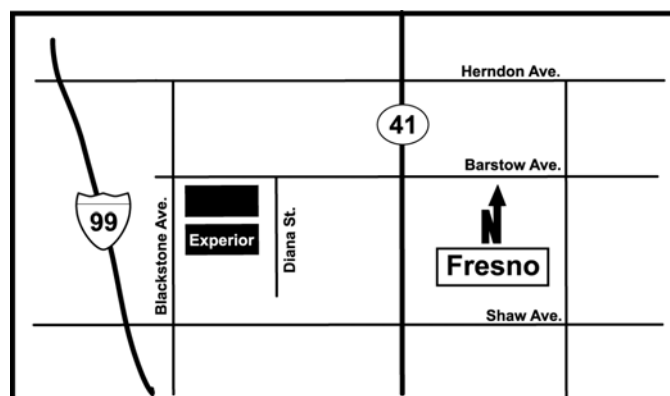
From Hwy 50, take either the Sunrise Blvd. or Zinfandel Dr. exit and head south. Turn on White Rock Rd. and turn again onto Gold Canal Dr. The testing center is on your left. Turn into the first driveway on your left to park in front of the building. Additional parking is available around the building.



Fresno Center

125 E. Barstow Avenue, Suite 136
Fresno, CA 93710
Phone: 559.226.3334

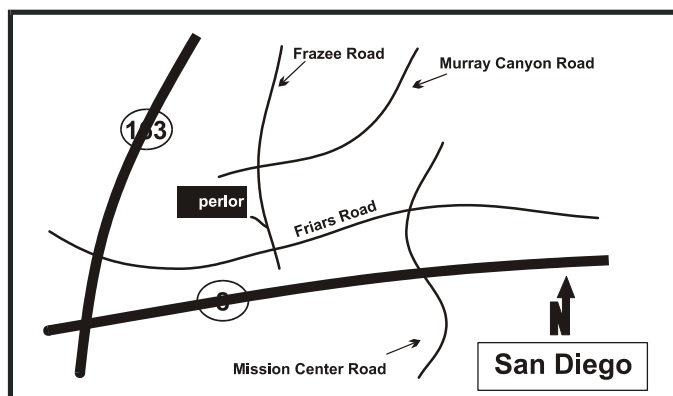
From Hwy 41, exit west on Shaw; turn right (north) on Blackstone. From northbound I-99, exit east on Shaw; turn left (north) on Blackstone. Turn right (east) on Barstow. At 125 E. Barstow, turn right on Diana, and then right into the parking area. The testing center is located in the second building from Barstow. Parking is available around the building.



San Diego Center

1450 Frazee Road, Suite 410
San Diego, CA 92108
Phone: 619.574.1840

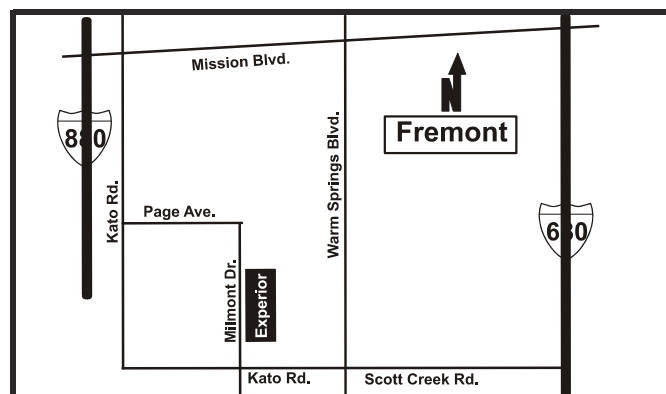
From Highway 163, take the Friars Road exit east to Frazee Road. Turn left (north) on Frazee Road. The testing center is in the building on your left. Parking is available all around the building.



Fremont Center

48860 Milmont Drive, Suite 103C
Fremont, CA 94538
Phone: 510.687.0821

From I-880, take the Mission Blvd exit and head east; turn right (south) on Warm Springs Blvd, right again on Kato Rd and right again on Milmont Dr. From I-680, take the Scott Creek Rd exit and head west; Scott Creek Rd becomes Kato Rd; turn right on Milmont Dr. The testing center is on your right. Parking is available around the building.



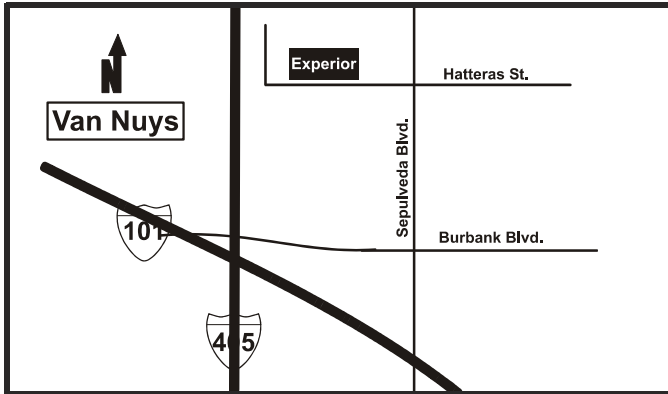
CALIFORNIA TESTING CENTERS (cont.)

Note: Maps are not drawn to scale.

Van Nuys Center

John Laing Holmes Building
5805 Sepulveda Blvd., Suite 601
Van Nuys, CA 91411
Phone: 818.781.9981

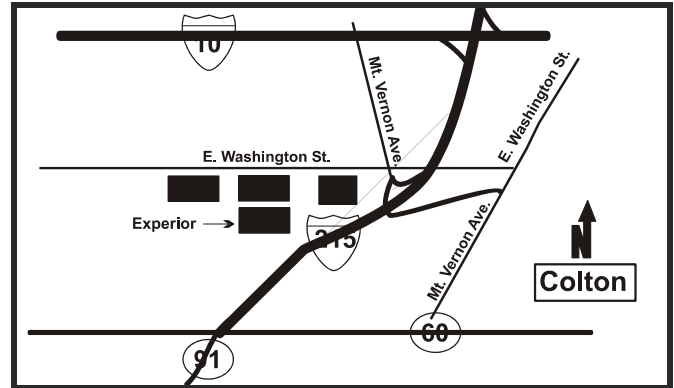
From I-405, take the Burbank Blvd exit and head east; turn left (north) on Sepulveda Blvd. The testing center is located at the intersection of Sepulveda and Hatteras. Paid parking is available in the lot; free parking may be available on the street.



Colton Center

Rancho Las Palomas
1060 E. Washington Street, Suite 110
Colton, CA 92324
Phone: 909.783.2255

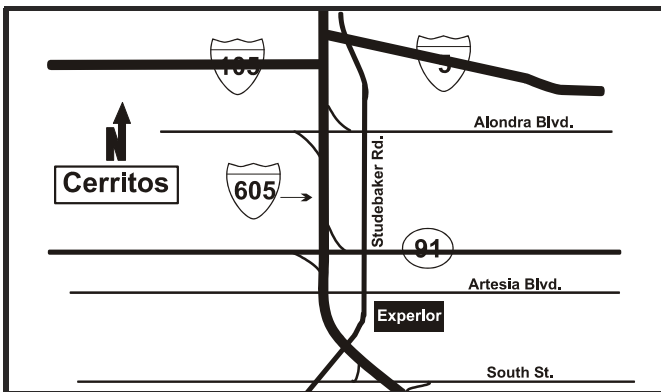
From I-215, take the Mt. Vernon Ave. exit; head west on E. Washington. The testing center will be on your left, in the two-story Rancho Las Palomas building behind Del Taco. Parking is available around the building.



Cerritos Center

Caremore Building
18000 Studebaker Road, Suite 680
Cerritos, CA 90703
Phone: 562.860.1748

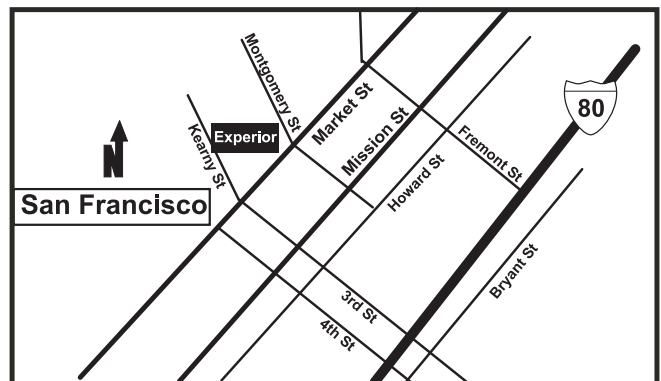
From I-605 South, take the Alondra Blvd exit, turn left (east) on Alondra Blvd and right (south) on Studebaker. From I-605 North, take the South Street exit; turn left (west) on South St. and right on Studebaker. Parking is available around the building.



San Francisco Area Center

222 Kearny Street, Suite 603
San Francisco, CA 94108
Phone: 415.834.1357

From I-80 heading south, take the Fremont Street exit and turn left. At the first intersection, turn left onto Howard Street. Turn right onto 3rd Street, which becomes Kearny Street. Exporior is on the right-hand side of the road. **From I-80** heading north, take the Fourth Street exit toward Embarcadero. Turn a slight left onto Bryant Street, then left onto Third Street. Third Street becomes Kearny Street. The testing center is on the right-hand side of the road. Paid parking is available nearby. Please be prepared to pay for your parking. The nearest BART location is at the intersection of Montgomery Street and Market Street. The building is also accessible by MUNI.



BOARD OF PSYCHOLOGY
1422 HOWE AVENUE, SUITE 22
SACRAMENTO, CA 95825
TELEPHONE: 916.263.2699

STATE OF CALIFORNIA
NOTICE OF ELIGIBILITY
(Rev. 12/05)

You are eligible to participate in the California Psychology Supplemental Examination. Your address label below contains important date information. In the upper-left corner of the address label (above your name), is the date your application for examination was approved. Following that is the date by which you must take your examination. You must take your examination by the date specified on the label, or you will need to reapply (see *Abandonment of Application* on Page 6 of this handbook).

This handbook is designed to provide you with information regarding examination procedures and content areas. To schedule your examination, please refer to the instructions in this handbook. **You are responsible for calling the toll-free number listed under the *Scheduling the Examination* portion of this handbook on Page 1 to schedule your examination date, time and location. You may also schedule online at www.experioronline.com. Please see Internet Scheduling on Page 1 for more information.** Schedule your examination early to get your preferred test center location and date, preferably within 90 calendar days of your eligibility date.

**FIRST
CLASS
MAIL**